



**DISTRICT OF COLUMBIA COURTS
POSITION VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 04-12-031	OPENING DATE: 06-06-2012	CLOSING DATE: 06-27-2012	OPEN TO ALL APPLICANTS
POSITION: Assistant Juror Officer JS-945-12	TYPE OF APPOINTMENT: Career Service	SALARY: \$74,872 - \$97,333 DC Courts non-judicial employees receive federal retirement and benefits.	
DIVISION: Special Operations	LOCATION: 500 Indiana Avenue, NW	Tour of Duty: Full-time	

BRIEF DESCRIPTION OF DUTIES: Supervises and oversees juror check-in process, check distribution to jurors, distribution of judicial panel requests to juror clerks for implementation, Juror Office staff performance, collection of statistical data by staff on a daily basis, and functions of data processing relating to the juror data system. Assists the Juror Officer in monitoring staff performance for staff evaluations, management and supervision of petit jury panels daily and five grand jury panels several times each month, orientation of jurors and administration of the oath, development of new procedures and rules for management of jurors, development and recommendation of changes to existing procedures and rules for the management of jurors, interviewing jurors with police records to determine if they can serve as jurors in criminal or civil cases, managing and supervising the maintenance of accurate records of attendance used to prepare pay records for timely payment of juror fees, and responding to written requests for excuses or deferrals. Keeps daily and monthly statistics on the utilization of jurors. Reviews all reports and statistical data and makes recommendations for improvement and updating of data systems.

MINIMUM QUALIFICATIONS: Eight (8) years of general experience in a court, legal, or social service agency or office, including one (1) year of experience as a supervisor. Up to four years of college education may substitute for general experience, on a year-by-year basis. **Documentation of education, i.e. a copy of diploma or transcript, must be provided with application or your application will not be considered.** Also submit a copy of a recent performance evaluation if available.

SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate your qualifications for the position. You must complete, and submit with your application, the attached SUPPLEMENTAL APPLICATION FORM (SAF), on which you must describe experience, education and/or training that indicates your level of qualification for each factor. **Failure to submit the SAF with your application will disqualify you from further consideration.**

NOTE: YOUR RANKING FACTORS WILL BE DETACHED FROM YOUR APPLICATION AND RATED INDEPENDENTLY. DO NOT REFER TO INFORMATION ON YOUR APPLICATION, AS THE RATERS WILL NOT HAVE ACCESS TO IT. PLEASE PUT ONLY THE LAST FOUR NUMBERS OF YOUR SOCIAL SECURITY NUMBER, NOT YOUR NAME, AS YOUR IDENTIFICATION ON YOUR RANKING FACTORS.

1. Ability to exercise discretion and independent judgment in decision making responsibilities, and in accomplishing the effective operation of the Juror Office.
2. Ability to communicate effectively orally and in writing, to interact tactfully with diverse personalities of jurors, and to maintain and exhibit professional behavior under stressful conditions.
3. Knowledge of statistics and data collection methods, and the ability to input data into and retrieve data from a computer data system.
4. Knowledge of general supervisory and management techniques.

SELECTION PROCESS: After review of applications and ranking factors, an interview will be required of the highest qualified candidates. Selecting officials will conduct reference checks and may consider corrective action files and performance appraisals before making final selection.

Submit D.C. Courts Application and Ranking Factor Responses:

Mail to D.C. Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington, DC 20001;

Hand-deliver to D.C. Courts, HR Division, Gallery Place (7th Street, NW between H & F Streets), Sixth Floor, Washington, DC

Email to jobs@dsc.gov

For a court application, call (202) 879-0496, Fax (202) 879-4212 or visit our website at www.dccourts.gov.

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.

SUPPLEMENTAL APPLICATION FORM
Ranking Factors Responses

Assistant Juror Officer

The following four Ranking Factors will be used to rate your qualifications for Assistant Juror Officer. For each of the four factors, check the statement below the factor that **best** describes your experience, education, and training, and provide the requested verification information. **Select and check only one statement for each rating scale.** *If you need more space for your verification, please attach additional sheets of paper.*

I. Ability to exercise discretion and independent judgment in decision making responsibilities, and in accomplishing the effective operation of the Juror Office.

A. Experience:

- ☐ I do not have any experience with this factor. It is not a normal part of my responsibilities.
- ☐ I have used this ability in a limited capacity. I have had shared responsibility for making recommendations with peers or supervisors.
- ☐ I have used this ability in a judicial, legal, or social service setting on a regular basis, as part of my monthly or weekly duties. I have had shared responsibility for assisting in decision making and implementation with my peers or supervisors.
- ☐ I have used this ability extensively in a judicial, legal, or social service setting as part of my daily duties. I have had extensive responsibility for making and implementing major decisions without input from supervisors or managers.

Provide a brief description of your experience utilizing this knowledge in each of the courtroom support areas listed above, including title of your position and agency.

Name and telephone # of a supervisor or manager who can verify this information:

APPLICANT IDENTIFICATION NUMBER: _____

PLEASE PUT ONLY THE LAST FOUR NUMBERS OF YOUR SOCIAL SECURITY NUMBER, NOT YOUR NAME.

2. Ability to communicate effectively orally and in writing, to interact tactfully with diverse personalities of jurors, and to maintain and exhibit professional behavior under stressful conditions.

A. Experience:

- ☐ I do not have any experience with this factor. It is not a normal part of my responsibilities.
- ☐ I have limited experience using this ability when assigned.
- ☐ I have used this ability working in a position in an agency where I was required to apply this ability on a daily basis.
- ☐ I have used this ability working in a position in a courtroom or other legal setting where I used this ability on daily basis, as well as supervised other staff in the use of this ability.

Provide a brief description of your experience utilizing this ability, including title of your position and agency.

Name and telephone # of a supervisor or manager who can verify this information:

APPLICANT IDENTIFICATION NUMBER: _____

PLEASE PUT ONLY THE LAST FOUR NUMBERS OF YOUR SOCIAL SECURITY NUMBER, NOT YOUR NAME.

3. Knowledge of statistics and data collection methods, and the ability to input data into and retrieve data from a computer data system.

A. Experience:

- ☐ I do not have any experience with this factor. It is not a normal part of my responsibilities.
- ☐ I have limited experience with this factor. I have some similar knowledge and experience, and have used a computer data system on a limited basis.
- ☐ I have a moderate amount of experience in a full time position with general operation responsibilities that required use of statistics and data collection, as well as limited data input and retrieval from a computer data system.
- ☐ I have extensive expertise in utilizing specific data collection and statistical analyses, and perform data input and retrieval from a computer data system, on a daily basis. Because of my expertise, I can be and am usually consulted by others as a part of my duties to advise, train and/or instruct, on this factor.

Provide a brief description of your experience utilizing this ability, including title of your position and agency.

Name and telephone # of a supervisor or manager who can verify this information:

APPLICANT IDENTIFICATION NUMBER: _____

PLEASE PUT ONLY THE LAST FOUR NUMBERS OF YOUR SOCIAL SECURITY NUMBER, NOT YOUR NAME.

4. Knowledge of general supervisory and management techniques.

A. Experience:

- ☐ I do not have any experience with this factor. It is not a normal part of my responsibilities.
- ☐ I have limited experience with this factor. I have performed on occasion as a lead with my peers, and have performed limited training and evaluation functions.
- ☐ I have a moderate amount of experience in a full time position with some general supervisory or management responsibilities, on a daily basis. On occasion, I have been assigned to serve as supervisor in my supervisor's absence.
- ☐ I have extensive experience in supervision and management. I have served as a supervisor or manager over subordinates, with responsibility for all supervisory functions, including selection, evaluation, training, and making project assignments.

Provide a brief description of your experience utilizing this ability, including title of your position and agency.

Name and telephone # of a supervisor or manager who can verify this information:

APPLICANT IDENTIFICATION NUMBER: _____

PLEASE PUT ONLY THE LAST FOUR NUMBERS OF YOUR SOCIAL SECURITY NUMBER, NOT YOUR NAME.